

PLEASE, READ THE INSTRUCTIONS
MUST BE COMPLETED IN TYPED OR COMPUTER FORMAT
DETAILS OF THE DOCTORAL THESIS

CANDIDATE SURNAME(S) & NAME _____

DNI / PASSPORT _____ ADDRESS: _____

Post Code: _____ TOWN: _____ Phone: _____ E-mail: _____

TITLE OF THE DOCTORAL THESIS

THESIS DIRECTOR(S):

PROPOSED TRIBUNAL

Position	Surname(s) and Name	From University or Research Centre	Accepted by D.C.
<i>President</i>	_____		
	NIF / Passport *		
<i>Secretary</i>	_____		
	NIF / Passport *		
<i>Spokesperson</i>	_____		
	NIF / Passport *		
<i>Alternate 1</i>	_____		
	NIF / Passport*		
<i>Alternate 2</i>	_____		
	NIF / Passport*		

* Identification document as a foreigner or Tax Residence Certificate in the case of tax residents in a country other than their own.

In its session on _____, the doctoral programme's Academic Commission approved the proposal of this doctoral thesis Tribunal to the Doctoral Commission.

In _____, 20.....

THE PROGRAMME COORDINATOR

Signed.:

DECISION OF THE PERMANENT COMMISSION OF THE STEERING COMMITTEE AT THE SCHOOL OF DOCTORAL

Given all the documents received, the Permanent Commission of the Steering Committee at the School of Doctoral Studies has agreed to authorise the defence of the doctoral thesis and designate the members of the Tribunal proposed in the preceding section, moving to appoint them.

Zaragoza, 20.....

 THE DIRECTOR / SECRETARY OF THE SCHOOL
OF DOCTORAL STUDIES

Signed.:

In accordance with the provisions of Regulation (EU) 2016/679 on Personal Data Protection, please be aware that your data will be added to the students' file, whose purpose is academic and administrative management, in addition to management of your participation in the services at the University of Zaragoza. You may exercise your right to access, rectify and cancel data may be exercised in writing to the Administrator

PhD Studies**REPORT ON THE SUITABILITY
OF THE MEMBERS OF THE THESIS COMMITTEE**

Resolution dated 25/06/2020 Governance Council (BOUZ 13/07/2020)

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<i>Surname(s) and name of the proposed Tribunal member</i>	<i>Academic category in the centre where they work</i>	<i>Proposed role in the Tribunal (P, S, Sp, A 1, A 2)</i> P	
<i>Thesis reading or doctor qualification issuing date</i>	<i>University awarding doctor qualification</i>	<i>Branch & Field of Knowledge</i>	
<i>University / Research Centre & Faculty / Centre / Department where working</i>			
<i>Full address for notifications: C/, Avda., Pza., No.</i>	<i>Town</i>	<i>Post Code</i>	<i>E-mail:</i>
	<i>Region</i>	<i>Contact No.</i>	

The aforementioned Doctor (choose only one of the following options):

Has at least one research activity period recognised by the CNEAI, ACPUA or equivalent (if applicable, attach supporting documentation).

Has had their research experience recognised previously by the Doctoral Commission.

None of the two previous ones, for which reason the Doctoral Commission is requested to recognise his/her research experience *see recognition criteria*, for which the following contributions are cited (2):**FULL REFERENCE** (authors, title, journal, year, vol., pages, DOI or PMID) DB IF Q

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Similar publications: authors, title, journal, year, vol., pages, DOI or PMID, DB, IF, Q **(complete for each case)**

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(add as many pages as deemed necessary)

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(2) The following need to be given for publications: **DataBase (DB)**, **Impact Factor (IF)** and **Quartile (Q)** [Indispensable: JCR in Health Sciences, Sciences and Engineering; preferred in Architecture and the rest of the branches].

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<i>Thesis reading or doctor qualification issuing date</i>	<i>University awarding doctor qualification</i>	<i>Branch & Field of Knowledge</i>	
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APPLICABLE LEGISLATION

A.-Articles 13, 14 and 15 of RD 99/2011, dated 28 January (BOE, 10 February), which regulates official doctoral tuition.

Article 14.7 (modified by the second article in R.D. 534/2013, dated 12 July) (BOE 13/07/2013)

The tribunal will issue a report and the overall mark given to the thesis, as per the following scale: 'Fail' / 'Pass' / 'Good' / 'Excellent'.

The tribunal may award a "cum laude" if the overall mark is 'excellent' and the secret vote held is unanimously in favour.

The University will activate the necessary mechanisms to materialise the granting of said award, guaranteeing that the votes for the award are closely scrutinised in a session not corresponding to the defence of the doctoral thesis.

B.-Title III of the Resolution dated 25/06/2020, from the University of Zaragoza Governance Council, on the 'Regulation on Doctoral Theses' (BOUZ 13/07/2020), transcribed below. Full text in: <https://escueladoctorado.unizar.es/es/normativa-general>

THESIS EVALUATION TRIBUNAL

Article 8: Composition of the tribunal

1. The thesis evaluation tribunal comprises three full members and two alternates. When the subject matter of the thesis requires it, the director of the thesis may reasonably request the Academic Commission responsible for the doctoral programme appoint an evaluation tribunal comprising five members and two alternates that must be authorized by the Doctorate Commission.
2. All members of the tribunal must be qualified doctors and have certified research experience (under the conditions established in article 1.2) and be experts in the subject of interest.
3. No more than two members of a single university may sit on the same tribunal. In any case, the majority of the participants in the full tribunal will not be from the University of Zaragoza or the centres and institutes that work with the School or the doctoral programme.
4. The thesis director(s) may not be on the tribunal, other than where the theses presented lie within the framework of bilateral joint supervision agreements with foreign universities, for which this is planned. In that case, the tribunal shall increase by as many members as directors, while these parties shall participate as tribunal members only for the reading of the thesis at the foreign university.

Article 9: Appointing the members of the tribunal

1. The Permanent Commission from the Board at the School of Doctoral Studies appoints the members of the tribunal based on the proposal sent by the Academic Commission responsible for the doctorate, in the same decision in which authorisation is given for a defence.
2. The appointment will specify the full members, who will be president, secretary and spokesperson, and those who will be the first and second alternates. If the performance of alternate members was necessary, the regulations of the composition of the tribunal may be followed.

Article 10: Convening of the defence of the thesis

1. The thesis defence proceedings will be convened by the president of the tribunal and passed on by the secretary to the School of Doctoral Studies. This communication will be made at least ten academic days before its celebration.
2. The nominated day must be a term day within the four months following the appointment of the tribunal.
3. The School of Doctoral Studies and the Academic Commission for the doctoral programme will announce the thesis defence proceedings to the student body.

Article 11: Defending the thesis

1. The thesis will be defended in a public session in any of the University of Zaragoza facilities or those of centres or institutes partnered with the School or the doctoral programme. Upon reasoned request from the doctoral student, and with the approval of the Academic Committee of the program, the Doctoral School may also authorize defenses of doctoral theses in which the candidate and/or one or more of the members of the tribunal act by videoconference, being able to develop defenses totally not face-to-face.
2. The tribunal shall necessarily be constituted with the assistance of all its members. The secretary is responsible for the collection, custody and delivery of the thesis defense documentation. However, in the act of tribunal constitution, for practical reasons, may appoint another its members to carry out these functions.
3. The thesis defence proceedings consist of the candidate giving a presentation of the work undertaken, methodology, results and conclusions, with emphasis on original contributions.
4. The presentation shall last no longer than one hour, except when the president deems it appropriate.
5. At the end of the presentation, the members of the tribunal will ask the candidate as many questions as they wish. Likewise, the doctors present for these public proceedings may also ask questions at the time and in the manner indicated by the tribunal president. The candidate can take the floor to respond for the amount of time the president deems reasonable.

Article 12: Evaluation of the thesis

1. At the end of the presentation and public debate of the thesis, the tribunal will deliberate behind closed doors.
2. Each member of the tribunal will issue a report on the summary of the thesis and how the defence proceeded. The overall mark for the thesis will be given based on the following scale: fail: pass: good: excellent. The doctoral candidate will be informed of the qualification immediately after, this being pronounced in public.
3. If the overall mark is excellent, each member of the tribunal may propose the awarding of 'cum laude' in a secret ballot. Votes for the award will be scrutinised once the thesis defence proceedings have concluded, in an administrative section of the School of Doctoral Studies and in the presence of the secretary of the tribunal, designated in accordance with article 11.2 of these regulations. This certification will be granted when the vote in favour is unanimous.

Article 13: Delivering the documents

1. The member of the tribunal appointed pursuant to article 11.2 will be responsible for delivering all the documents that the thesis defence proceedings have created.
2. Once the doctoral thesis has been passed, the University will take care of the electronic file, placing it in an institutional archive and sending all necessary information to the Ministry of Education in witness thereof.

C.- About the accredited research experience of the members of the thesis committee.

For the purposes of the provisions of the "Regulations on Doctoral Theses" of the University of Zaragoza, approved by the Governance Council on June 25, 2020 (Article 1.2. Are accredited all those doctors who have at least obtained acknowledgement of research activity and those who have comparable merits recognized as such by the Doctoral Commission, in accordance with public and objective criteria, by branches of knowledge. The recognition will be valid for the purposes of thesis supervision or membership of the thesis committee and the request will be made through the presentation of the corresponding form in the administrative section of the Doctoral School), the Doctoral Commission at its meeting on February 24, 2016, agreed to follow the criteria established by the National Commission for the Evaluation of Research Activity (CNEAI) for the recognition of the research activity for the purposes of supervising the thesis or belonging to the thesis committee in its eleven fields (https://escueladoctorado.unizar.es/sites/escueladoctorado.unizar.es/files/users/docto/expinv_mod.pdf). The specific criteria for each of the evaluation fields that are in effect at the time the application is submitted will apply.

Application can be carried out at the time the thesis committee proposal is presented by this form (https://escueladoctorado.unizar.es/sites/escueladoctorado.unizar.es/files/users/docto/0501_proposta_tribunal_de_3_en_corregido.pdf) or previously (more than a month in advance), by the specific research experience recognition form (https://escueladoctorado.unizar.es/sites/escueladoctorado.unizar.es/files/users/docto/5_exp_investigadora_en-modificado2.pdf).

D.- Instruction on open publication of doctoral theses in the institutional archives pertaining to the University of Zaragoza, approved by the Steering Committee (30/05/2017).

For theses with protected content, add the CP-2 form completed by the members of the tribunal and of the Programme's Academic Commission.